

**Madison County Library
P O Box 38
Danielsville, Georgia 30633
(706)795-5597**

**Branch of
Athens Regional System**

**Virginia B. Edwards
Branch Manager**

**Madison County Library Board of Trustees
Minutes for January 8, 1998**

Trustee members in attendance: Kenneth Beck, Margaret Burroughs, Miriam Delk, Frank Ginn, Linda Harrover, Elizabeth Murray, Betty Sweeny and Mirian Tiller. Consultant MaryAnne Driver and Branch Manager Ginni Edwards were also in attendance.

Chairman Elizabeth Murray called the meeting to order at 4:05 and entertained a motion to accept the minutes for the October meeting. Frank Ginn asked that the minutes be amended to reflect the exact amount coming from the Reserve Fund. This was seconded by Betty Sweeny. The October minutes read... *"Following an explanation of the Reserve Fund and the Madison County Gift fund, a motion was made by Betty Sweeny that the additional \$7000.00 come from the Reserve Fund. The motion was seconded by Margaret Burroughs and approved unanimously."* The amendment to the minutes should read.... *"Following an explanation of the Reserve Fund and the Madison County Gift Fund, a motion was made by Betty Sweeny that the additional \$6,743.00 come from the Reserve Fund. The motion was seconded by Margaret Burroughs and approved unanimously."* At this time, Chairman Murray asked for a motion to approve the minutes *as amended*. Frank Ginn made the motion. The motion was seconded by Miriam Delk. Motion carries.

Reports:

MaryAnne Driver distributed copies of the Financial Report and went through each category and explained. Kenneth Beck inquired about the Reserve Fund, specifically, where does the Reserve Fund come from. Mary Anne Driver explained that it is money left over at the end of the fiscal year; for example, if repairs don't amount to as much as the amount budgeted this creates a surplus, thus the reserve fund.

Nominating Committee gave a report from the November 15, 1997 called meeting at Frank Ginn's home. Three new officers were installed:

Chairman: Elizabeth Murray

Vice Chairman: Linda Harrover

Secretary/Treasurer: Kenneth Beck

Regional Board appointees: Betty Sweeny, Miriam Delk, Frank Ginn

This prompted questions from Chairman Murray about what and why we have a treasurer since all financial business is conducted through Athens Regional. There was discussion of past treasurer, Mr. Jim Perkins, ex-officio trustee, who maintained an account because of the sale of Madison County History books through the Board of Education. That account has been closed and the remaining books are at the library. This discussion was deferred to the April meeting after consultation with library director, Kathryn Ames and the Constitution of the Madison County Library for clarification.

Branch Manager Ginni Edwards distributed a report on library activities and briefly gave the highlights. (see attached report) G. Edwards also distributed the Learning Center report prepared by Ellen Young along with a copy of a recent survey. E. Young addresses the Trustees about deciding the future of the Learning Center. There was substantial discussion about the Learning Center. Chairman Murray asked if G. Edwards or M. Driver had any specific recommendations to the Board about the future of the Learning Center. They replied that a recommendation would be submitted at the next meeting.

MaryAnne Driver gave the Regional system report. She distributed a letter about Legislative Day, January 29. She encouraged everyone to attend, stressing the importance of our presence. The deadline for registration is January 12. Let MaryAnne Driver know today or call Pam Blake at the Athens Regional Library.

The very exciting news is the Governors proposal for a one time grant for BOOKS!-not computers, not software, just books! The proposal is \$1.20 per capita. Plus, since our region is above a certain circulation level, there is an additional \$.44. So, for Madison County this means \$41,000 for books! MaryAnne Driver added that with only \$.56 per capita from state money going for the purchase of books now and lottery money going into technology that is really important to talk this up with Representative Ralph Hudgens and Senator Eddie Madden. It would greatly add to our collection. Peachnet network cards have been ordered and will be installed as soon as they arrive. Katherine Gregory and MaryAnne Driver will do a Galileo training session for staff Wednesday, January 21st. M. Driver reported that circulation was up 5% over 1996. December 1997 was 4.8% over December 1996 and we added 43 new patrons in December. December fines totaled \$451.00. M. Driver asked that everyone please consider going to Legislative Day and offered rides from Athens.

Chairman Murray reported for the Friends of the Library. There will be an Executive Board meeting on January 13th. The Friends General meeting is Sunday, February 15th at 3:00 with Hollis Waggoner as the guest speaker. She encouraged everyone to attend.

Chairman Murray then gave the Chairman's report. She distributed a list of new Committee appointments and asked everyone to take a look. Chairman Murray asked about the circulation committee, what is the purpose? MaryAnne Driver replied, Check out books! and Frank Ginn added, to get the message out! Chairman Murray asked if the appointments were agreeable to everyone. Betty Sweeny asked if she would still be serving on the regional board. Chairman Murray reported that the new regional board appointments would be: Elizabeth Murray, Frank Ginn and Linda Harrover. This

prompted a lot of discussion. The slate of officers presented at the November 15th meeting included regional board appointees which were Betty Sweeny, Miriam Delk and Frank Ginn. F. Ginn reported that technically, the officers change at the first of the year (January). F. Ginn refers to his bylaws and asks everyone to look at Section IV, where it states that the chairman will appoint the committees. It is not automatic that the Chairman serve on the regional board. MaryAnne Driver notes that on January 7, 1997, delegates were named and confirmed for the year. After much discussion, the appointments made by Chairman Murray remain with one change, ~~replace Linda Harrover~~

Old Business

Long range planning, Learning Center focus, technical services, upgrades for DYNIX and Internet policy were all discussed briefly and a called meeting will be set in March to discuss these issues at length.

New Business

Ginn Edwards presented a letter from Ellen Young requesting a change in hours for January through March due to health problems and an increased class schedule. No vote is necessary because personnel issues are dealt with through Athens. MaryAnne Driver asked that Ellen Young be informed that with the Learning Center being in transition and possibly closing, the extra 10 hours may not be available to her in April.

Frank Ginn discusses the fact that there are 5 paid slots for Trustees to attend the Legislative Day. He would like to see the region take a policy that each library can send a certain number of people, not necessarily Trustee members, to Legislative Day. He will ask Kathryn Ames to put this on the Regional Board agenda. He asks the other Board members how they felt. M. Driver stated that the \$32.00 per person is paid through "travel" of regional expenses. She stated that there is a possibility that the county attorney or library board attorney may have a problem with a person who has not been elected to the Board of Trustees because that person may be considered as a private lobbying effort and this may not be an appropriate use of regional money. F. Ginn ask if anyone objects to this idea. Chairman Murray asks is anyone would like to suggest criteria for the selection process. This discussion is delayed when Betty Sweeny resigns from the Board. F. Ginn moves that the Board not accept this resignation. This is seconded by Linda Harrover, however the decision is delayed until the April meeting. Chairman Murray asks for discussion. B. Sweeny states that she has an idea for a project she would like to spend her time on for the library and she cannot do this while serving on the board. After quite a bit of discussion, F. Ginn moves that we table this discussion until the April meeting. The motion is seconded by M. Delk and the motion carries.

Another item in new business, G. Edwards reported that an anonymous donation of \$1200.00 has been given to have a plaque made to honor past, present and future Presidents for the Friends of the Library. The gift committee will determine what plaque will be in keeping with the ones already in the library.

Chairman Murray asks if the meeting time is satisfactory with everyone. Frank Ginn refers to the constitution which states that the official meeting time is 3:00. This would have to be an official change in the by-laws. Chairman Murray states that the long range plan was reviewed in April 1997. She asks if there were any objective measurements and how were they met. This discussion is deferred to the next meeting.

Announcements

Chairman Murray announces new officers for the Friends:

Chair: Ann Davis

Co-Chair: Betty Sartain

Secretary: Sara Haygood

Treasurer: Dot Deason

Chairman Murray asks if there is any more discussion. F. Ginn makes a motion to adjourn, seconded by L. Harrover. Motion carries. The meeting adjourned at 5:50.

**Madison County Library
P O Box 38
Danielsville, Georgia 30633
(706)795-5597**

**Branch of
Athens Regional System**

**Virginia B. Edwards
Branch Manager**

TO: Madison County Library Board of Trustees

FROM: Ginni Edwards

DATE: January 1998

RE: Library Activities

We received our "Peachnet" box December 22nd. This allows us direct access instead of dial-in access! We are to receive two new terminals for Internet access. In addition to this, our computer center, which has five terminals, will all be connected giving us eight Internet access terminals! We have also wired for the use of a terminal in the multi-purpose room for instructional or special program purposes. So we are really WIRED! E-mail accounts are available to anyone through the library, at no cost.

The library was one of the features in the *Madison County Lifestyle* magazine! This is published by the Chamber of Commerce and will be published every two years.

We have received another "Grassroots Arts Grant". The program title is "Imagination Station" and will be a series of five family oriented workshops in various types of media-- music, creative dramatics, authors and illustrators, puppetry and storytelling. Plans are underway for the programs to begin in February and run through June.

Plans are also underway for the next "Explorers" after school program for 9-14 year olds. This continues to be a popular program and we are always trying to find ways to get this age group to use the library. The program is scheduled to start February 5th and will run through March 26th (8 weeks).

I have been asked to serve on the System Media Committee for the Board of Education. For the most part, this group handles complaints for the school system. In addition, I continue to meet with the media specialists to coordinate with the school system. The biggest project that we coordinate on right now, other than library tours, is the accelerated readers program. Each school provides us with a current copy of their accelerated readers list which we make available to the patrons. It is VERY popular and gets used a lot!

The Branch Manager's continue to meet on a quarterly basis. This has been a wonderful exchange for ideas and information!!

I can't say enough about our volunteers! In particular, Mary Jones and Ron Dickson are very dedicated and really enhance library services by doing the work that they do. Local actress, Stefani Astalos-Jones, did a wonderful job with storytime while Katrina was out on maternity leave, she had a healthy baby girl, Samantha, on October 24th! Joni Barnes did a beautiful job decorating the library for Christmas by designing a huge wreath and Christmas tree. While I'm at it, I'll let you know what an exceptional staff I have including our subs, Carlie Boyer and Elizabeth Hayes. If you get the chance, please let them know how much we appreciate their hard work! Again, I would love to hear ideas and suggestions about library use or program possibilities AND any complaints that you have or hear!

Mrs. Echols wrote a short article about the Paul Tabor *Madison County History* book for the paper and sales have really taken off! We have sold more than 50 copies since the end of October!

Thanks to Francis Chapman (Madison County Council for the Arts) and Sara Carter (Madison County Library), local groups, teachers, students, artists and collectors continue to fill our display cases with wonderful displays. Currently, collector Sara Carter, has her puzzle collection displayed and Melanie Davidson, Elementary School art teacher, will bring in the children's "clay pieces" next week.

The Friends continue to do a fantastic job of keeping us in the news! If you have any suggestions about different ways to promote the library, please let us know!

The general purpose room is still a popular community meeting spot. This quarter the room was used by 22 groups, 96 times for a total of 1370 people.

In-kind gifts of books, magazines, records and historical records continue to be donated on a regular basis. Many of these items are given to the Friends for the book sale. We appreciate any and all donations!

Madison County Library Learning Center Report
October - December, 1997

During the last quarter (October- December), 32 students attended the Learning Center. Three students received their G.E.D. In mid- September, Leslie Knight became the full-time Adult Education Teacher hired by Athens Tech. The Learning Center hours were changed as dictated by the Athens Tech schedule. The new hours are: M-W-F - 8:00 a.m.- 4:00 p.m. and Tu - Th - 12:00 p.m. - 8:00 p.m. The center is closed during Athens Tech breaks. Changing the Tuesday and Thursday hours to extend into the evening has proved to be effective in attracting more students.

In November, I developed a survey which was distributed to all school system personnel and also published in the county newspapers. The survey asked citizens to indicate their preference of locations for the Learning Center and indicate the types of classes and/or workshops they would be interested in attending if the Learning Center put a program together. The results are as follows:

Surveys Received: 10

Location Preference: 6 Danielsville 3 either Danielsville or Comer 1 no response

Survey Participants were interested in the following classes or programs:

Accounting/Bookkeeping	2	Windows 95	2
Creative Writing	3	Public Speaking	3
Cake Decorating	8	MS Word 97	2
Business Writing	1	Computer Classes	5
Stress & How to Cope	3	Parenting Classes	1
Remedial English & Math	1	Basic First Aid	1
How to Care for a Newborn	1	CPR	1
Flower Arrangement	1	Spanish	1
Card Games	1	Chair Caning	1

Two people were interested in volunteering as tutors.

The Appalachian Regional Commission Grant ended on Dec. 31, 1997. I am in the process of completing the final report which is due by the end of January 1998. This will leave Athens Tech, the City of Comer and the Madison County Board of Commissioners as the main support agencies of the Learning Center. We need to decide the future direction of the Learning Center. The EvenStart Grant application should arrive in April or May and we need to decide whether we want to pursue it or any other types of grant. Athens Tech will continue to provide a full-time adult education teacher as long as the current legislation stays in effect. The City of Comer will allow us the use of the building for as long as we want it and the Board of Commissioners will probably continue to foot the bill for maintenance and utilities of the center. Do we want to offer more? How will we finance future efforts?

Submitted By: Ellen Young, Literacy Coordinator

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MADISON COUNTY LIBRARY<
REGIONAL LIBRARY BOARD APPOINTMENTS
JANUARY 8, 1998

Elizabeth Murray
6722 Hwy 29 S
Hull, GA 30646
706-788-2163

Frank Ginn
5407 Wildcat Bridge Road
Royston, GA 30662
706-245-8043

Linda Harrover
Rt. 3 Box 345
Danielsville, GA 30633
706-795-2703

MADISON COUNTY LIBRARY<
BOARD OF TRUSTEES
COMMITTEE APPOINTMENTS
1998-99

REQUEST FOR RECONDERATION:	Linda Harrover Margaret Burroughs Pat Graham
BUILDING & GROUNDS:	Kenneth Beck Miriam Delk Mirian Tiller
FINANCE:	Pat Graham Frank Ginn Linda Harrover
PERSONNEL:	Frank Ginn Mirian Tiller Kenneth Beck
GIFTS:	Betty Sweeny Miriam Delk Margaret Burroughs
NOMINATING:	Margaret Burroughs Mirian Tiller Frank Ginn
PUBLIC RELATIONS & CIRCULATION:	Pat Graham Margaret Burroughs Mirian Tiller Kenneth Beck Miriam Delk Linda Harrover Frank Ginn Betty Sweeny

Madison County Circulation

	1992	1993	1994	1995	1996	1997
January	4,236	3,289	3,081	2,830	3,348	3,692
February	3,804	3,205	3,479	3,300	3,620	4,074
March	4,018	3,760	3,664	3,352	3,689	3,982
April	4,021	3,275	3,195	2,800	3,605	3,482
May	4,326	2,902	3,267	3,050	3,023	3,406
June	5,132	4,186	4,903	5,059	5,066	5,529
July	4,614	4,929	4,732	4,520	5,010	4,899
August	3,597	3,614	3,540	3,611	3,564	3,683
September	3,434	3,073	3,683	3,298	3,244	3,510
October	3,538	3,077	3,532	3,805	3,411	3,647
November	3,277	3,740	3,420	3,616	3,499	3,241
December	2,701	2,314	2,499	2,586	2,666	2,794
	46,699	41,364	42,995	41,827	43,745	45,939

Bookmobile Circulation in Madison County

	1992	1993	1994	1995	1996	1997
January	2,503	2,047	2,703	2,517	2,805	1,975
February	2,548	2,521	2,313	2,406	2,589	1,767
March	2,589	507**	2,869	2,276	2,934	2,223
April	132*	2,771	1,888	1,825	2,698	1,831
May	2,318	1,730	1,717	1,833	2,651	1,308
June	1,855	2,233	1,548	2,923	2,333	1,820
July	1,606	2,934	476	1,665	2,792	1,407
August	1,705	2,235	1,973	2,039	2,478	1,730
September	2,211	2,938	2,613	3,180	3,113	1,751
October	1,948	2,256	2,165	2,640	1,568	1,635
November	1,862	3,124	1,983	3,068	2,782	1,788
December	2,296	2,543	2,541	2,154	2,749	1,931
	23,573	27,839	24,789	28,526	31,492	21,166

*Only one bookmobile on the road for 4 days.

**Bookmobile out of service 17 days in March.

Madison County Library
October 1, 1997 - December 31, 1997

Revenue:	Budget Amount	Amount Received	Balance	% of Budget Received
Board of Commissioners	\$62,000.00	\$31,000.00	\$31,000.00	50.00%
Board of Education	62,000.00	31,000.00	31,000.00	50.00%
Fines and Fees	4,500.00	2,763.15	1,736.85	61.40%
Copy Machine	900.00	794.90	105.10	88.32%
Transfer from Reserve	6,743.00	0.00	6,743.00	
Totals	<u>\$136,143.00</u>	<u>\$65,558.05</u>	<u>\$70,584.95</u>	48.15%

Expenditures:	Budget Amount	Amount Expended	Balance	% of Budget Expended
Regional Share	\$10,000.00	\$5,000.00	\$5,000.00	50.00%
Wages/Benefits	88,550.00	43,675.39	44,874.61	49.32%
Equipment Repair	893.00	745.24	147.76	83.45%
Maintenance Contract Copier	1,200.00	284.24	915.76	23.69%
Telephone	3,300.00	1,904.59	1,395.41	57.71%
Postage	1,000.00	566.85	433.15	56.69%
Supplies	600.00	105.03	494.97	17.51%
Computer Maintenance	4,500.00	0.00	4,500.00	0.00%
Water, Sewage and Cleaning	4,000.00	1,889.40	2,110.60	47.24%
Utilities/Electricity	14,000.00	6,199.15	7,800.85	44.28%
Learning Center Wages/Benefits	5,600.00	2,798.16	2,801.84	49.97%
Learning Center Utilities/Telephone	750.00	664.32	85.68	88.58%
Learning Center Books	500.00	0.00	500.00	0.00%
Learning Center Travel	250.00	74.50	175.50	29.80%
Learning Center Cleaning	1,000.00	560.00	440.00	56.00%
Totals	<u>\$136,143.00</u>	<u>\$64,466.87</u>	<u>\$71,676.13</u>	47.35%

Other Income and Expenditures:

Gift Money Brought Forward from FY97	\$13,748.25
Gifts 7/1/97 - 9/30/97	390.00
Gifts 10/1/97 - 12/31/97	505.00
Gift Books/Equipment Purchased	<u>(922.63)</u>
	<u>\$13,720.62</u>

Reserve:

Fund Equity (Reserve) at 6/30/97	\$21,472.08
Less: Reserved for Vacation Pay	(2,782.99)
Transfer to Revenue for FY98	(6,743.00)
Reserved for One Months Operating Expenses	<u>(11,345.25)</u>

Net Fund Equity (Reserve)	<u>\$600.84</u>
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Madison County Library Gifts
October 1 - December 31, 1997

Madison County Fair & Recreation Center	\$45.00
Sale of Madison County History Books	20.00
Charlie & Annie Sue Nash -	
In Memory of Brandon McElreath	140.00
Sale of Madison County History Books	<u>300.00</u>
	<u>\$505.00</u>

included 98
in Jan
minutes

Dear Betty,

After our conversation on the telephone re your resignation I spoke to Kathryn Ames at the Athens Regional Library. She advised me that since we had your written resignation from the Board of Trustees that we should accept it as of the date it was submitted. The Executive Board of the Madison County Board was made aware of this decision. Therefore, we regretfully, have done so and have begun the process to find a replacement for you.

You have been a valuable member of the Board and a good friend to the Library, and we hope you will continue as such. As we do when anyone leaves the Board we would like to honor you at the April meeting of the Friends of the Library. A book will be placed in the library in your honor, if you have any particular subject or book you would prefer to be so designated please let me or Genni Edwards know.

I look forward to seeing you soon.

Sincerely,

Elizabeth C. Murray, Chairperson
Madison County Library
Board of Trustees



January 23, 1998

Dear Libby,

Your letter written January 21st was so nice, and it is a "good news" for me, to know that the Madison County Library Board accepted my resignation submitted January 8th, at our scheduled meeting -

I am honored to learn that a book will be placed in the Library in my honor. And since you asked, I will suggest SISTER WENDY'S STORY OF PAINTING

D K Publishing, Inc
95 Madison Avenue
New York N.Y 10016

ISBN 1-56458-615-4
Sister Wendy Beckett
and
Patricia Wright

includes 12 minutes

DAY _____ DATE 01-08-98

DAILY PLANNER

To:
Board members of
MADISON County Library

As of today 01-08-98
I am resigning my
position as Board
member

I ask that you
find a replacement
before the
April 1998 meeting

I have enjoyed my
tenure on this
Board - appreciate
the accomplishments
and service

I will serve our
Library in other ways
and will continue to
put it high on my
list of activities
and service
Margaret Surunoff

Dear Participant,

Please take a few moments to fill in the following survey. It will assist us in planning and extending our services to all Madison County citizens.

Thank you,
Ellen Young

MADISON COUNTY LIBRARY LEARNING CENTER GED PREP - FAMILY LITERACY - COMMUNITY PROGRAMS

The Madison County Library Learning Center is located in Comer, Georgia and has been serving the citizens of Madison County for the past five years. The Learning Center offers educational assistance to persons seeking to improve literacy skills and/or prepare for GED testing. This service is offered M, W, F, from 8:00 a.m. - 4:00 p.m. and T, Th, from 12:00 p.m. - 8:00 p.m. and is free of charge. The Learning Center also offers workshops and classes in job development, self-improvement, vocational and leisure time activities upon request. These activities are sometimes offered free of charge or at a nominal fee.

The purpose of this survey is to determine the best possible location for the Learning Center and to assess citizen interest in community education programs. Please place an (x) in the blanks provided that best describes your opinion as to the location of the Learning Center and the types of programs which you would be interested in participating in. Please feel free to include additional titles and comments. If you would be interested in teaching any of the following workshops or classes, please check the appropriate box and list areas you would be interested in teaching. It is not necessary for you to be a certified teacher in order to teach a community education class.

Return this form to: **Ellen Young, Literacy Coordinator**
Madison County Library Learning Center
282 Spring Circle
P.O. Box 248

Comer, Georgia 30629 FAX #: 706-783-3998

You may also drop this survey off at the Madison County Library, Danielsville, Georgia. Thank you for your assistance in answering this survey. Please return the survey by December 12, 1997. To be placed on our mailing list for notification of upcoming workshops and/or classes, please complete the following information.

Name: _____ Phone No.: _____

Street Address: _____ City/State/Zip Code: _____

Would you find it more convenient to attend programs offered by the Learning Center in:

Danielsville _____ Comer _____ Other _____

Please place an (x) in the blank next to the subject areas that you would be interested in taking. You may choose as many as you like. List any additional titles not listed.

Accounting/Bookkeeping _____	Remedial English or Math _____	Computer Classes _____	Basic First Aid _____
Business Writing _____	SAT Preparation _____	Intro to PC _____	How to Care for Newborns _____
Creative Writing _____	English Tutoring _____	MS Word 97 _____	Stress & How To Cope _____
Cake Decorating _____	Workplace Readiness _____	Powerpoint _____	CPR _____
Public Speaking _____	Math Tutoring _____	Windows 95 _____	Parenting Classes _____
Other _____			

Would be interested in teaching a class _____ Class(es) _____

Would be interested in volunteering to tutor _____ Subject(s) _____

Comments _____

December 17, 1997

TO: Ginni Edwards, Branch Manager
Madison County Library
P.O. Box 38
Danielsville, Georgia 30633

FROM: Ellen Young, Literacy Coordinator
Madison County Library Learning Center

Dear Ginni,

I would like to request a change in my hours for the period starting January 5th through March 31, 1998. Due to health problems and an increased class schedule, I would like to drop the 10 hours a week that I work at the Learning Center for this period of time. I can still continue to do the necessary record keeping and paperwork for the Learning Center during my 20 hours of work time at the Library and continue to plan and promote programs at the Learning Center also. I will pick the 10 hours back up starting April 1st. Thank you for considering my request.

Sincerely,


Ellen Young

original

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P O Box 38
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Branch of
Athens Regional System

Virginia B. Edwards
Branch Manager

Madison County Library Board of Trustees
Minutes for Called Meeting March 4, 1998

Trustee members in attendance: Kenneth Beck, Margaret Burroughs, Linda Harrover, and Elizabeth Murray. Also in attendance were Director Kathryn Ames and Branch Manager Ginni Edwards. This does not represent a quorum but the members present decided to discuss the issues on the agenda and make recommendations to the full board in April for a vote.

Chairman Murray called the meeting to order at 4:15. Chairman Murray started the meeting with a discussion of Board of Trustee applications. She reported that after consulting with Kathryn Ames about Betty Sweeny's resignation, it was determined that the board must accept the written resignation from Betty Sweeny. A "Certificate of Appreciation" for Betty Sweeny will be designed in Athens and framed. This will be presented to Betty Sweeny at the Friends meeting in April. A book will also be placed in the Library honoring her for her service to the library.

The Board received two new applications for the position and had 4 carryovers on file from April 1996. The applications remain on file for two years however only two of these are eligible. The make up of the board is 3 males, 5 female, all but two are over 50, and all of the districts are covered. This position must be approved by the Board of Commissioners. There was discussion of the applicants qualifications. Chairman Murray will make a recommendation to the full board to present Gerald Ingram to the Board of Commissioners for approval.

Linda Harrover asks about the recommendation for the future of the Learning Center. Kathryn Ames reported that because Athens Tech has placed a full time teacher at the Learning Center, our services are a duplication. Ellen Young has made great efforts to expand the Learning Center but the money has dried up and welfare reform is focused on jobs first and not education. Regrettably, our recommendation is to pull out of the Learning Center, hoping that Athens Tech will continue to fund a full-time teacher. The reports show good numbers but a lot of these are drop in one time and then drop out. K. Ames guides us in looking at the library's greatest needs which are to continue the one on one tutoring, homework assistance and tutoring for children, and Internet training. This led to a discussion about budgets. K. Ames distributed a proposed budget for FY99. Discussion about the possibility of using the 10 hours from the Learning Center to fund a teacher in the library for after school homework assistance and tutoring. K. Ames states that we would serve a greater # of school age children in this capacity, thus strengthening

our coordinated efforts with the school system. Chairman Murray asks if the Learning Center budget would automatically transfer to the library. K.Ames responded yes and that all equipment and materials would come back to the library unless we did not need it and in that case it would be dispersed throughout the system wherever it is needed.

L.Harrover moves that we recommend to the full board that we give Learning Center over to Athens Tech and fulfill the needs of the library (homework center and computer use). Chairman Murray asks who will go to agencies to inform once a decision has been reached by the full board. K.Ames thought it best that this be handled through the local board and recommended that Chairman Murray and Ginni Edwards go and focus on the idea that we are "changing direction, end result is beneficial to the children". K.Ames recommended that Leslie Knight go also.

Chairman Murray moves to overall budget and asks K.Ames to fill us in. K.Ames reports that the region has applied for money through the Universal Service Fund for telecommunications. Madison County is eligible. The proposed budget asks for a 5% salary increase. She reports that the regional share will continue to go up. This includes only basic regional services such as the courier, insurance and bookmobile. Chairman Murray asks about a second phone line and a dedicated fax line. Discussion of salary increases followed. Athens has asked for a 2% increase and Oconee has asked for 5%. K.Ames will bring this back to the April meeting for more changes and/or discussion and approval.

Long range planning has been deferred to a called meeting set for Tuesday, April 28th at 4:00.

Chairman Murray adjourns the meeting at 5:20.

Madison County Library
MISSION, GOALS, AND OBJECTIVES
Revised 4/98 (ROUGH DRAFT)

MISSION

The mission of the Madison County Library is to provide access to materials, programs, and services which help to meet the educational, informational, and recreational needs of county residents.

GOALS

In developing the long range plan of library service for Madison County, the planning committee identified several goals for improved service. Each of these goals will be defined and specific performance measures will be assigned to assist in their evaluation.

GOAL 1. The Madison County Library will serve as the Lifelong Learning Center for the county.

Rationale: The Madison County Library serves a widely diverse clientele ranging from preschoolers to senior citizens. Many come to the Library to strengthen their personal educational goals. Listening skills and group participation are important for a preschooler just learning to appreciate the varied offerings of a public library. The high degree of illiteracy and high school drop out rates have been addressed by the Library Board and will be expanded during the next five years. The Library facility currently offers general seating, large staff work room, Branch Managers office, two small conference rooms and a Friends of the Library Office. Materials, the facility itself, and staffing are issues that must be considered as the Library continues its role as a learning center.

The high use of the Madison County Library facility and the substantial increase in donations of materials indicate that it is not large enough during peak periods. This need is already apparent and has been addressed in a facilities plan. The library currently has 12,700 square feet, which is below minimum established standards. Growth of the collection and use necessitate expansion which will be addressed later in this document.

Objective A. By 2002 continue the expansion of the Genealogical Collection.

1. Branch Manager and Board will work with appropriate local heritage and historical societies to expand the collection of materials by 10 titles per year.
2. To provide one program annually on various aspects of genealogical research.

Objective B. To develop a plan in coordination with local educational institutions that will enable the selection of materials for the Library collection that complement and enhance student curriculum needs through advance information on assignments, special

collections, and special programs within the goals and objectives of the Madison County Library.

1. To review collection annually for currency. Designate one-fourth of available funding for upgrading the collection and supplementing school curriculum.
2. During regularly scheduled meetings with the school Media Advisory Committee, develop reading lists, identify curriculum needs; when materials are available to support curriculum, communicate this information.
3. To develop a collection that enhances rather than duplicates the school media center's holdings.

Objective C. To encourage cooperative lending between the library and the school system.

1. To attend a faculty meeting annually at each school to promote library services and encourage teachers and students to make the best use of all resources.
2. To host faculty and staff during pre-planning week.

Objective D. Encourage and increase participation in the Library's Family Literacy program.

1. To coordinate opportunities for residents through the library's literacy program and other organizations.
2. Continue one on one tutoring.
3. Establish and staff an after school homework center
4. to make the public more aware of the library's programs, the staff will publicize its family literacy programs and will continue to contact community groups

Objective E. To promote awareness of the Library as a cultural center for self directed learning.

1. The library will schedule a minimum of 9 exhibits per year.

Objective F. To increase support for library activities and programs.

1. Host Board of Education members and staff for annual tour.
2. Host Board of Commissioners, county officials and state representatives for annual tour.
3. Invite Board of Education to utilize facility for regular meetings.
4. To promote the library by making presentations to a minimum of three groups each year.
5. Contact the newspaper publishers to explore the possibility of a new "library corner" monthly feature which would focus on books, programs, special exhibits, subject areas, Friends of the Library activities, and reference information.
6. Conduct survey by 2002 of county residents to see what they expect from their public library.

GOAL 2. The Madison County Library will provide residents of Madison County with current, high demand, high interest popular materials in a variety of formats for persons of all ages.

Rationale: The most important service the Madison County Library provides the public is access to materials which satisfy informational needs, assist in reaching educational goals, and promote the creative use of leisure time. The collection must have strong local support to meet the increasing demands of Madison County residents for these materials. A wide variety of materials for reading, listening, and viewing will be available to library patrons.

Objective A. To meet with the collection development team quarterly to select titles which are in highest demand for addition to the collection.

Objective B. Work with state and local officials to maintain adequate funding in support of this goal.

1. Continue to encourage additional donations of books.

Objective C. To promote the collection through the development of special bookmarks, flyers, bibliographies and other informative materials.

1. Annually, the library will develop special bookmarks that publicize two areas of the popular collection and will print them for distribution.

Objective D. To promote increased patronage and circulation.

1. To increase both patronage and circulation by 5% per year.
2. To increase involvement with senior citizens through two programs per year.
3. To offer children and adult programs once a month.

Objective E. To encourage greater use of the Library's collection and facilities by culturally diverse groups.

1. To work with the region's Collection Development Team to identify needed titles.
2. To develop appropriate exhibits and displays throughout the community.

GOAL 3. The Library Board will review facility needs annually.

Rationale: The Madison County Library facilities are adequate to meet the current needs. The Board will continue to monitor the facilities in relation to changes in population growth and the needs of the patrons.

Objective A. To meet the national ALA standards of .7 square feet per capita.

GOAL 4. The Madison County Library will endeavor to provide adequate technology through upgrades as new technologies evolve.

Objective A. To promote the use of technology for educational and informational purposes.

1. To provide quality technical assistance through onsite staff.
2. To provide training for the public to use technological resources effectively and efficiently.

Evaluation Procedures

Evaluation of the Long-Range Plan for the Madison County Library is very important and it will be both an on-going and annual process. The Annual Report for fiscal year running July 1 through June 30 will be presented at the October Board of Trustees meeting. The Board of Trustees will meet and evaluate the Annual Report. Performance measures will be evaluated for progress toward goals when appropriate; subjective measures will also be used to evaluate less specific progress toward goals. Implementing activities is not enough to ensure the success of a long range plan. It is important to note that achievement of objectives is the purpose of these activities.

Keeping a record of the planned and actual starting and completion dates of each activity will be a valuable tool in measuring progress; discrepancies between planned and actual dates may help to focus attention on the variables that are involved.

The success of an individual activity is not more important than the total operation and care must be taken to prevent conflict and competition. Questions to be considered:

- What contributed to the success or failure of the activity?
- Was anything overlooked in planning the steps to conduct this activity?
- Were there any unanticipated results?
- What could have been done differently?

Periodically, the planning committee must evaluate the entire plan. Questions to be asked include:

Has the plan's success or failure demonstrated that the library's chosen goals are appropriate for the community?

Has Library performance become more extensive, more efficient, or more effective?

Have changes occurred in the community and in the library?

Have any unforeseen opportunities or problems arisen?

This long range plan is not a one time activity. As the Madison County Library finishes another cycle of planning, the next cycle must be established.

Revised 4/98 (rough draft)

**Madison County Library
P O Box 38
Danielsville, Georgia 30633
(706)795-5597**

**Branch of
Athens Regional System**

**Virginia B. Edwards
Branch Manager**

**Madison County Library Board of Trustees
Minutes for April 9, 1998**

Trustee members in attendance: Kenneth Beck, Margaret Burroughs, Frank Ginn, Linda Harrover, and Elizabeth Murray. Assistant Director Julie Walker and Branch Manager Ginni Edwards were also in attendance.

Chairman Elizabeth Murray called the meeting to order at 4:05 and entertained a motion to accept the minutes for the January meeting. A motion was made by K. Beck and seconded by F. Ginn, motion carries.

Reports:

A library report was distributed by Ginni Edwards highlighting library activities, (see attached).

Julie Walker gave the report from Athens Regional. F. Ginn asks J. Walker to look at insurance policies for contents to make sure all new equipment is covered. J. Walker reported that the Athens Regional System has received \$278,000.00 from Governor Miller's Book Initiative. The system received an extra \$.44 per capita due to high circulation numbers in addition to the \$1.20 per capita. The money must be spent by June 30th. J. Walker reported that they are working on the federal program for e-rate (educational rate discount) on telecommunications. The final application is due April 15th. A different discount is given to each county based on school lunch program. It would cover 20% of current phone bill. J. Walker reported that the Oconee County Library has reopened.

Elizabeth Murray gave a Friends of the Library report for M. Tiller. She reported that there has been an increase in membership, sponsors and special friends due to stamped envelope provided. Calendars are being printed monthly highlighting library and Friends activities. The regular meeting of the Friends is April 26th at 3:00.

Elizabeth Murray then gave the Chair's report. She moved to items in old business. Based on a recommendation from the present board members at the called meeting in March, Chairman Murray asked for a motion to pull out of the Learning Center and transfer administration to Athens Tech. L. Harrover makes the motion and it is seconded by M. Burroughs, motion carries. On behalf of K. Ames, Chairman Murray asks that the Long Range Planning session be scheduled for April 28th, Tuesday from 4:00-6:00. M. Burroughs brings up the \$1000.00 gift for a plaque honoring the Friends presidents. Chairman Murray will talk with M. Delk to get the ball rolling.

Questions came up concerning the proposed budget: where is the computer person in the proposed budget? and where is the 2nd phone line? F. Ginn recommended to revisit the budget and vote on proposed budget at the called meeting. J. Walker will take budget information back to Athens to be reworked and then presented at the called meeting.

New Business:

Chairman Murray brings up the "Request for Reconsideration" about *MAD* magazine. She reported that procedures were followed, Athens was notified, copies of the request went to committee members with a copy of the magazine. Chairman Murray asks if the committee has a recommendation. After much discussion, L. Harrover makes a motion that *MAD* magazine not be pulled, but that the subscription not be renewed in January. Seconded by M. Burroughs, motion carries.

Chairman Murray entertains a motion to purchase 10 copies of *Board Team Planning Manual*. F. Ginn asks that we make the purchase through the group that presented the workshop. Chairman Murray asks J. Walker to find out from Athens who to contact. From the Building and Grounds committee, K. Beck makes a motion to proceed with landscape plan, taking a close look at the tree planting aspect, for the outdoor sitting area submitted by Ginni Edwards, seconded by L. Harrover, motion carries.

Chairman Murray moves to the applications for new board members. She reported that three applications were submitted, one was thrown out because it was incomplete. The two applications are from Gerald Ingram and Jackie Griffith. Both are from the same district but different areas, both are well qualified. G. Ingram's has been on file for two years and he is still very interested in serving. Chairman Murray asks for a motion. K. Beck makes the motion that we propose Gerald Ingram to the Board of Commissioners for appointment, seconded by F. Ginn, motion carries. Chairman Murray will get in touch with both applicants and will make presentation of recommendation to Board of Commissioners for official appointment.

Chairman Murray discussed possible by-law changes that will be presented at the next regular meeting in July. Chairman Murray asks that each committee go back and review procedures to make sure that we are operating according to a set procedure each time. F. Ginn asks for assistance from Athens Regional Library to use as a starting point and recommended getting a list of procedures that we want to establish.

Announcements:

F. Ginn announced that the Colbert/Comer Lions Club will be sponsoring a blood drive on April 27th from 1:00-6:00.

Chairman Murray asks if there is any more discussion. F. Ginn makes a motion to adjourn, seconded by M. Burroughs, motion carries. Meeting is adjourned at 5:25.

**Madison County Library
P O Box 38
Danielsville, Georgia 30633
(706)795-5597**

**Branch of
Athens Regional System**

**Virginia B. Edwards
Branch Manager**

TO: Madison County Library Board of Trustees

FROM: Ginni Edwards

DATE: April 1998

RE: Library Activities

One of the most successful activities in the library during the past three months was the after school "Explorers" program! We had 25 participants ages 8-12. They met once a week for eight weeks for an hour and a half. Local artists, mathematicians, naturalists, forest rangers and teachers conducted workshops for the children. All activities were held in the library.

The Grassroots Arts Grant is underway. The kick-off was in March with Peter and Sandy Loose and their piano playing dog! They have published a children's book, "Bongo is a Happy Dog". They read the book, brought original art work and conducted an art workshop for the participants. So far, this program has had the most participation with 20. All of the workshops are excellent opportunities for families interested in the arts! (Bookmarks included) The last program is May 9th. We are real excited about the program April 18th, "Puppetry Arts" with the Wooten Performance Company. The end product of this workshop will be the production of a video to promote the Summer Reading Club! If you know any children who would be interested, please send them our way!

We've had two very popular workshops for adults, Gourdcraft and Painting Ukrainian Eggs. We are always open to any suggestions or ideas. We have tried to revive the Book Discussion group without any luck. Maybe we will try again in the fall. We started a "Women in the Community" series in March to celebrate Women's History Month. Suzanne Hudgens was our guest speaker. This was the first year. Next year, we would like to really expand and have a series of speakers throughout the month.

Governor Miller and the Georgia General Assembly did pass the one time grant to libraries for BOOKS! This means \$40,000 for the Madison County Library! The bad news is that it has to be spent by June 30th! The money will be split between children's and adult.

Leslie Knight, teacher at the Learning Center, has started an outreach program at the library on Monday, Wednesday and Friday mornings from 10:00-12:00. She will be preparing students for the GED.

For the first time in March, we conducted a "Smokey the Bear" reading club. We had 60 participants! Smokey came to the library March 31st to give out certificates and encourage the children to continue using the library.

The computer training on Tuesday and Thursday nights with Ron Dickson continue to be busy! He is here from 6:30 until 8:00.

AARP conducts tax counseling for senior citizens on Monday from 10:00-2:00.

The Friends hosted the Chamber coffee in March. We had a great turnout and Ann Davis did an excellent job promoting the Friends and the library. After the coffee, Mr. Doyle Beatenbough and Mr. Ernest Smith came and spent the morning tightening every screw on every one of these chairs! The monthly calendar published by the Friends has been very popular. They continue to do an excellent job of keeping the library in the news! On April 26th, we will be honoring our volunteers as well as past Trustee Betty Sweeny. Please join us if you can!

I attended the Branch Managers meeting in March. The meeting was held in Oconee County. This is always an excellent opportunity for branch managers to coordinate, and share ideas and concerns. Our next meeting is in May in Oglethorpe County.

Once again, thanks to Francis Chapman (Madison County Council for the Arts) and Sara Carter (Madison County Library) for coordinating the wonderful displays. Currently, Stephanie Astalos-Jones has a display of her painted Ukrainian Eggs, Jeff Clarke has a display of a collection of historical magazines and newspapers and Melanie Davidson has a display of children's pastels.

The general purpose room continues to be a popular community meeting room. This quarter the room was used by 30 groups, 125 times with a total of 1759 people.

In-kind gifts of books, magazines and historical records continue to be donated on a regular basis. Many of these items are given to the Friends for the book sale. We appreciate any and all donations!

As always, I would love to hear from you about programs, planning, activities, and whatever else you think may be beneficial to the library!

Madison County Library
July 1, 1997 - March 31, 1998

	<u>Budget Amount</u>	<u>Amount Received</u>	<u>Balance</u>	<u>% of Budget Received</u>
Revenue:				
Madison County Board of Commissioners	\$ 62,000.00	\$ 46,500.00	\$ 15,500.00	75.00%
Madison County Board of Education	62,000.00	46,500.00	15,500.00	75.00%
Fines and Fees	4,500.00	4,361.77	138.23	96.93%
Copy Machine	900.00	1,352.85	(452.85)	150.32%
Transfer from Reserve	6,743.00	6,743.00	-	100.00%
	<u>\$ 136,143.00</u>	<u>\$ 105,457.62</u>	<u>\$ 30,685.38</u>	<u>77.46%</u>

	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
Expenditures:				
Regional Share	\$ 10,000.00	\$ 7,500.00	\$ 2,500.00	75.00%
Wages/Benefits	88,550.00	63,024.65	25,525.35	71.17%
Equipment Repair	893.00	745.24	147.76	83.45%
Maintenance Contract Copier	1,200.00	471.60	728.40	39.30%
Telephone	3,300.00	2,670.74	629.26	80.93%
Postage	1,000.00	1,000.00	-	100.00%
Supplies	600.00	290.78	309.22	48.46%
Computer Maintenance	4,500.00	73.00	4,427.00	1.62%
Water, Sewage and Cleaning	4,000.00	2,774.40	1,225.60	69.36%
Utilities/Electricity	14,000.00	8,340.18	5,659.82	59.57%
Learning Center Wages/Benefits	5,600.00	2,798.16	2,801.84	49.97%
Learning Center Utilities/Telephone	750.00	1,048.65	(298.65)	139.82%
Learning Center Books	500.00	482.15	17.85	96.43%
Learning Center Travel	250.00	74.50	175.50	29.80%
Learning Center Cleaning	1,000.00	770.00	230.00	77.00%
	<u>\$ 136,143.00</u>	<u>\$ 92,064.05</u>	<u>\$ 44,078.95</u>	<u>67.62%</u>

Other Income and Expenditures:

Gift Money Brought Forward from FY97	\$ 13,748.25
Gifts 7/1/97 - 9/30/97	390.00
Gifts 10/1/97 - 12/31/97	505.00
Gifts 1/1/98 - 3/31/98	1,670.00
Gift Books/Equipment Purchases	(3,521.33)
	<u>\$ 12,791.92</u>

Madison County Friends Gift	\$ 1,850.00
Friends Gift Expenditures	(100.00)
	<u>\$ 1,750.00</u>

Reserve:

Fund Equity (Reserve) at 6/30/97	\$ 21,472.08
Less: Reserved for Vacation Pay	(2,782.99)
Transfer to Revenue for FY98	(6,743.00)
Reserved for One Months Operating	(11,345.25)
Net Fund Equity (Reserve)	<u>\$ 600.84</u>

Madison County Gifts
January 1 - March 31, 1998

John H. and Pat Carithers	\$1,200.00
Sale of Madison County History Books	220.00
John J. Boudway	75.00
Roper Pump Company	50.00
Sale of Madison County History Books	30.00
Sale of Madison County History Books	70.00
Mildred F. Glenn	<u>25.00</u>
	<u>\$1,670.00</u>

Madison County Circulation

	FY1993	FY1994	FY1995	FY1996	FY1997	FY1998
July	4,614	4,929	4,732	4,520	5,010	4,899
August	3,597	3,614	3,540	3,611	3,564	3,683
September	3,434	3,073	3,683	3,298	3,244	3,510
October	3,538	3,077	3,532	3,805	3,411	3,647
November	3,277	3,740	3,420	3,616	3,499	3,241
December	2,701	2,314	2,499	2,596	2,666	2,794
January	3,289	3,081	2,830	3,348	3,692	3,847
February	3,205	3,479	3,300	3,620	4,074	3,573
March	3,760	3,664	3,352	3,689	3,982	3,966
April	3,275	3,195	2,800	3,605	3,482	
May	2,902	3,267	3,050	3,023	3,406	
June	4,186	4,903	5,059	5,066	5,529	
	41,778	42,336	41,797	43,797	45,559	

Bookmobile Circulation in Madison County

	FY1993	FY1994	FY1995	FY1996	FY1997	FY1998
July	1,606	2,934	476	1,665	2,792	1,407
August	1,705	2,235	1,973	2,039	2,478	1,730
September	2,211	2,938	2,613	3,180	3,113	1,751
October	1,948	2,256	2,165	2,640	1,568	1,635
November	1,862	3,124	1,983	3,068	2,782	1,788
December	2,296	2,543	2,541	2,154	2,749	1,931
January	2,047	2,703	2,517	2,805	1,975	1,619
February	2,521	2,313	2,406	2,589	1,767	1,599
March	507**	2,869	2,276	2,934	2,223	1,217
April	2,771	1,888	1,825	2,698	1,831	
May	1,730	1,717	1,833	2,651	1,308	
June	2,233	1,548	2,923	2,333	1,820	
	22,437	29,068	25,531	30,756	26,406	

**Bookmobile out of service 17 days in March.

I GOT MY MONEY'S WORTH AT THE LIBRARY!

1. Madison County residents checked out nearly \$1.4 million worth of library materials in 1997, or \$57.53 for each resident of Madison County. The cost per resident for library service was \$4.95. For every dollar we receive in funding, the Library returns \$11.62 in service.
2. Total items checked out in Madison County: 71,965
Bookmobile: 26,406
3. 61 magazine and newspaper subscriptions for Madison County in 1997 were valued at \$1909.
4. For only \$4.95 per resident, other library services include:
 - 10,668 reference questions answered
 - 388 children participated in the Vacation Reading Club
 - 1,421 children attended programs in libraries, day care centers and other library sponsored venues
5. What else do we provide?
 - A. Access to 300,000 titles in the Athens Regional Library System
 - B. Access to Internet service
 - C. Access to Galileo state resources and 76 databases for periodicals and newspapers
 - D. Courier services, children's programs, reference assistance
 - E. Library cards and services are free to all residents of Madison County

**Madison County Library
P O Box 38
Danielsville, Georgia 30633
(706)795-5597**

**Branch of
Athens Regional System**

**Virginia B. Edwards
Branch Manager**

**Madison County Library Board of Trustees
Called Meeting
April 28, 1998**

Trustees members in attendance: Kenneth Beck, Miriam Delk, Pat Graham, Linda Harrover, Gerald Ingram, Elizabeth Murray and Mirian Tiller. Also in attendance Director Kathryn Ames and Branch Manager Ginni Edwards.

Chairman Murray calls meeting to order at 4:05 and turned the meeting over to Kathryn Ames. K. Ames distributed the proposed budget for FY'99. Each item was looked at and discussed briefly for explanation. Questions were asked concerning the Library Assistant II. G. Ingram asked about substitutes and K. Ames replied that subs are only used when the schedule is not adequately covered. After more discussion about the proposed new 19 hour/week employee, K. Beck makes a motion to approve this proposed budget combining the LAII and Computer Specialist hours (19 hour total), seconded by M. Burroughs, motion carries. Chairman Murray then asks who will present budget proposals to respective funding agencies. K. Ames reminds the board of the importance of not falling below previous years funding because the system could loose state funds. Also reminds the board that presenting a proposed budget is a good opportunity to thank funding agencies as well as show increases in use of library and specifically computers in the library. Chairman Murray agreed to present budget on May 12th to the Board of Commissioners. K. Beck had one more question about the maintenance item and K. Ames responded that it is divided out on a per capita basis.

Chairman Murray then moved to long range planning and asked L. Harrover to report. L. Harrover explained how we went through and revised the old long range plan. Discussions focused on if we really want to measure, how will we do it and how do we know that we are meeting the goals and objectives set? Chairman Murray asks G. Ingram to head up a committee to come up with a tool that measures and shows outcomes. G. Ingram agrees, and K. Beck, MA Driver and G. Edwards will be on this committee. Everyone agreed that FY97 would be a base or starting point.

K. Beck asks about bookmobile stats recognizing that the stats have dropped over the last two years. Is this still a legitimate service to the community? K. Ames reported that overall across the region, bookmobile use continues to grow. It is an expensive service to provide. She suggest taking a look at the central stops in Madison County to see if they are still valid. K. Ames will bring statistics to the next meeting. M. Tiller asks about movie stats. K. Ames will also look at movie usage and stats. After a discussion about the possibility of including a Heritage Room as a long term goal, K. Beck asks what Athens

accepts in terms of genealogical materials. K. Ames states that a document delivery system throughout the region would be ideal and donors of materials would feel more comfortable giving genealogical items to Athens as a centralized depository. Most people want to give local documents to a local depository.

Chairman Murray asks for any more questions or discussion. M. Burroughs moves to adjourn, seconded by L. Harrover, motion carries. Meeting is adjourned at 6:00.

Special session follows with a recommendation from the Request for Reconsideration committee. P. Graham makes a motion to pull *MAD* magazine and cancel the subscription, seconded by L. Harrover. Motion carries although G. Ingram abstains from voting based on 1st Amendment.

Madison County Library Board of Trustees
Minutes for October 8, 1998

Trustee members in attendance: Kenneth Beck, Margaret Burroughs, Miriam Delk, Frank Ginn Linda Harrover, Gerald Ingram, Dr. Dennis Moore, Elizabeth Murray, and Miriam Tiller. Director Kathryn Ames, Consultant MaryAnne Driver and Branch Manager Ginni Edwards were also in attendance.

Chairman Murray called the meeting to order and entertained a motion to accept and approve the minutes of the July 9, 1998 Board meeting. Chairman Murray also entertained a motion to accept and approve the minutes of Called Meeting of August 25, 1998. The minutes of both meetings were approved unanimously.

Reports:

Branch Managers Report

A library report was distributed by Ginni Edwards highlighting library activities (see attached)

Literacy Report

The Literacy report was deleted from the agenda.

Athens Regional Report

Mary Anne Driver distributed copies of the circulation report.

Kathryn Ames distributed copies of the financial report and stated that the Board of Education and the Board of Commissioners had not been billed due to personnel changes at the Regional Library. The bills should be mailed next week. Elizabeth Murray reported that the Board of Education will be funding the entire amount requested.

Katherine Ames amended an item in Ginni Edwards report by saying that one of the two computers received from Department of Technical and Adult Education (DTAE) would be used by Ginni for administrative purposes.

Ms. Ames also distributed copies of a Y2K Compliance Report which has been submitted to DTAE. Only a few of the Library System's computers meet the standards established by the state. Ms. Ames hopes to get money from state and local government to help in updating the non-compliant systems.

Frank Ginn inquired about the recent installation of the internet access management software. Ginni Edwards reported that they had experienced several instances where the software blocked legitimate inquiries. Katherine Ames advised Ginni to email the software company and advise them of these instances. Ginni also reported one patron had found away to bypass the system.

Ms. Ames reported on a recent initiative to issue a statewide library card. Several issues were of concern to her, including how book transfers would be made and inequities in local funding. She also distributed and discussed a report titled "A Project to Enhance and Improve Public Library Service for all Georgians" (Attached).

Ms. Ames announced two upcoming training sessions, Registration for the programs relating to 1)Promoting an Effective Friends of the Library Program, and 2)Effective Planning for Library Services, will be faxed to Ginni Edwards.

Friends of the Library Report

Elizabeth Murray reported that the recent Friends of the Library Book sale raised approximately \$1384. The Friends are also planning a retirement reception for Jennie Ruth Echols later this month.

Chairman's Report

Ms. Murray welcomed and introduced Dr. Dennis Moore, Superintendent of the Madison County Schools, to his first meeting of the board of trustees.

Ms. Murray reported on the shortage of tables for community room functions and requested that we look at buying five additional tables.

Ms. Murray also reported that the Board's action on a patrons Request for Reconsideration of the book "*Am I Blue?*" was being appealed. This appeal will go before the Regional Board next week.

Unfinished Business:

Long Term Goals

Gerald Ingram distributed a copies of the committee's work on the Mission, Goals and Objectives. Gerald discussed the addition of Goal 5 and asked that the board members review the work to date for discussion at the next meeting.

Revised Constitution

Discussion was tabled until the next meeting.

Painting and Carpet for the Community Room

Ginnie Edwards discussed bids she has received on both the painting and the carpet. Ginnie will take additional steps to insure the bids are for similar materials and workmanship. She will also check to make sure the bidders can provide a Certificate of Workers Compensation Insurance. Action on this item will be handled at a called Board meeting in coming weeks.

Ginnie also reported that they were ready to proceed with the fall planting phase of the landscape improvement project.

Ginnie requested permission to begin looking for another cleaning contractor for the building. Linda Harrover and Miriam Tiller were appointed to assist Ginnie in soliciting and evaluating bidders on the cleaning contract and on the carpet and painting.

New Business

Ginnie Edwards and Elizabeth Murray reported on an increasing number of patron request that the library hours be extended. Ginnie and MaryAnne Driver were appointed to evaluate the need and make a recommendation to the board.

Ginnie also reported that a number of people had inquired as to why there is no flag pole and flag at the Library. Frank Ginn was appointed to look into the cost and feasibility of installing a flag pole and make a recommendation to the board.

Announcements:

Chairperson Murray reminded the nominating committee to have nominations for officers ready by the January meeting

The next meeting will be at 4 P.M. on January 14, 1999.

The meeting was adjourned.

Library Executive Committee Telephone Meeting
October 22, 1998

There was a telephone meeting of the Chair, Vice-Chair and the Secretary, the Executive Committee, on this date to consider a request from the Library staff. Ginni Edwards submitted a request for permission to plant a tree on the West Side of the building to honor Jenny Ruth Echols on her retirement. This was granted by unanimous consent.

Elizabeth C. Murray, Chair

Library Executive Committee Telephone Meeting
November 4, 1998

The telephone meeting was held to consider the bids that had been submitted for painting the General Purpose Room and for replacing the carpet there. Kenny Beck, Secretary, Linda Harrover, Vice Chair and Elizabeth Murray, Chair, participated in the meeting. Three bids had been received for the painting. They were Melton Painting for \$600.00, John Gaines for \$400.00 and P&G Painting for \$450.00. The specifications were the same for each bid. The decision was made to accept the bid from John Gaines for \$400.00.

To replace the carpet, using identical specifications, the bids were Dalton Carpet \$3098.00 and from Arnold's Country Carpet \$2845.00. The third company we had asked for a bid did not reply. The bid accepted was from Arnold's Country Carpet for \$2845.00.

The question had been raised at the regular Board meeting regarding Worker's Compensation Insurance for the contractors. John Gaines had called the State Board of Workers Compensation re the need for this insurance. He was informed that individuals who employ three or fewer people are not required to obtain Workers Compensation Insurance. Kathy Ames, Regional Director, asked that I contact the Madison County attorney about the possibility of liability for the Library in such cases. The county attorney assured me that there would be no liability for the Library in such a case.

Elizabeth C. Murray, Chair

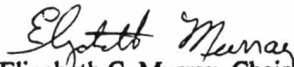
LIBRARY EXECUTIVE COMMITTEE MEETING MINUTES
TELEPHONE FOLLOW UP

DECEMBER 4, 1998

SUBJECT: CONTRACT FOR LIBRARY MAINTENANCE

The information re the contract had been submitted to the Executive Committee for review. Phone contact was then established on this date to finalize the decision. After discussion it was decided to award the contract to the White tornado Cleaning Service.

Ginni Edwards, Library manager was informed of the decision. She will contact the cleaning service and set up the contract.


Elizabeth C. Murray, Chair